

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

17

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/28/2020		2. CONTRACT NO. (If any) EP-C-16-008		6. SHIP TO:	
3. ORDER NO. 68HERC20F0466		4. REQUISITION/REFERENCE NO. See Schedule		a. NAME OF CONSIGNEE AWPB-MB	
5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS US EPA-OW-OWOW-AWPD-MB 1200 PENNSYLVANIA AVE., NW MC-4503-T	
				c. CITY WASHINGTON	e. ZIP CODE 20460
7. TO: William J Arnold				f. SHIP VIA	
a. NAME OF CONTRACTOR GREAT LAKES ENVIRONMENTAL CENTER, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 739 HASTINGS STREET				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY TRAVERSE CITY		e. STATE MI	f. ZIP CODE 496863458	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE AWPD-MB	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 800884181 This Task Order is the result of Request for Task Order Proposal PR-OW-20-00325. TOCOR: Brian Hasty Max Expire Date: 02/28/2021 Invoice Approver: Brian Hasty Alt Invoice App: Gregg Serenbetz Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$272,454.00	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME RTP Finance Center						(b)(4)	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts							
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature) 09/28/2020

ELECTRONIC SIGNATURE

23. NAME (Typed)  
Sandra Stargardt-Licis  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/28/2020	CONTRACT NO. EP-C-16-008	ORDER NO. 68HERC20F0466
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Period of Performance: 09/28/2020 to 02/28/2021  ***Option Form 347, Box 11. Business Classification should indicate that GLEC is a "small" business. However, it is not marked due to a system error.***  BASE PERIOD: Provide services in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Wetland Condition Assessment 2021: Logistics Support and Training" Requisition No: PR-OW-20-00744  Accounting Info: 20-21-B-87FM-000BD4-2505-2087ME4029-00 1 BFY: 20 EFY: 21 Fund: B Budget Org: 87FM Program (PRC): 000BD4 Budget (BOC): 2505 DCN - Line ID: 2087ME4029-001 Funding Flag: Complete Funded: (b)(4)				(b)(4)	
0002	OPTION PERIOD: Provide services in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Wetland Condition Assessment 2021: Logistics Support and Training" (Option Line Item) 12/16/2020					
9999	ADMINISTRATIVE TRACKING PURPOSES ONLY Requisition No: PR-OW-20-00325  Accounting Info: BFY: 00 Fund: ZERO Budget Org: DOLLAR Continued ...				(b)(4)	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$272,454.00

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/28/2020	EP-C-16-008	68HERC20F0466

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Program (PRC): ADMIN Budget (BOC): REQ Funding Flag: Complete Funded: \$0.00					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

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**SECTION A - Solicitation/Contract Form**

## SECTION B - Supplies or Services/Prices

### B-1 EPAAR 1552.211-73 LEVEL OF EFFORT-COST-REIMBURSEMENT CONTRACT. (MAY 2016)

- (a) The Contractor shall perform all work and provide all required reports within the level of effort specified below. The Contractor shall provide up to  direct labor hours for the base period. The Government's best estimate of the level of effort to fulfill these requirements is provided for advisory and estimating purposes. The Government is only obligated to pay for direct labor hours ordered and corresponding fixed fee for labor hours completed. (b)(4)
- (b) Direct labor includes personnel such as engineers, scientists, draftsmen, technicians, statisticians, and programmers, and not support personnel such as company management or data entry/word processing/accounting personnel even though such support personnel are normally treated as direct labor by the Contractor. The level of effort specified in paragraph (a) of this section includes Contractor, subcontractor, and consultant non-support labor hours.
- (c) If the Contractor provides less than 90 percent of the level of effort specified for the base period or any optional period exercised, an equitable downward adjustment of the fixed fee, if any, for that period will be made. The downward adjustment will reduce the fixed fee by the percentage by which the total expended level of effort is less than 100% of that specified in paragraph (a). (For instance, if a hypothetical base-period LOE of 100,000 hours is being reduced to 70,000, the fixed fee shall also be reduced by the same 30%. Using a corresponding hypothetical base-period fixed fee pool of \$300,000, the reduced fixed-fee amount is calculated as:  $\$300,000 \times (70,000 \text{ hours} / 100,000 \text{ hours}) = \$210,000$ .)
- (d) The Government may require the Contractor to provide additional effort up to 110 percent of the level of effort for any period until the estimated cost for that period has been reached. However, this additional effort shall not result in any increase in the fixed fee, if any.
- (e) If this is a cost-plus-incentive-fee (CPIF) contract, the term "fee" in paragraphs (c) and (d) of this section means "base fee and incentive fee." If this is a cost-plus-award-fee (CPAF) contract, the term "fee" in paragraphs (c) and (d) means "base fee and award fee."
- (f) If the level of effort specified to be ordered during a given base or option period is not ordered during that period, that level of effort may not be accumulated and ordered during a subsequent period.
- (g) These terms and conditions do not supersede the requirements of either the "Limitation of Cost" or "Limitation of Funds" clauses.

(End of clause)

### B-2 EPAAR 1552.217-71 OPTION TO EXTEND THE TERM OF THE CONTRACT-COST-TYPE CONTRACT. (APR 1984)

The Government has the option to extend the term of this contract for one additional period(s). If more than 60 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 60 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option. The Government's estimated level of effort is 8,478 direct labor hours for the first option period. Use of an option will result in the following contract modifications:

- (a) The "Period of Performance" clause will be amended to cover a base period from 09/28/2020 to 02/28/2021 and option periods from 03/01/2021 to 02/28/2022.
- (b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of 8,478 for the first option period .

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows:

	Option 1	Option 2
Estimated cost	(b)(4)	
Fixed fee		
Total	\$1,319,698	n/a

(d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows:

Other direct cost item	Option 1	Option 2
Travel, Shipping, Field Supplies	(b)(4)	(b)(4)

(End of clause)

#### B-3 Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE – BASE PERIOD

- (a) The estimated cost of this contract is (b)(4)
- (b) The fixed fee is (b)(4)
- (c) The total estimated cost and fixed fee is \$272,454.00

#### B-4 Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 10/20/2020.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

Funding Action Estimated Cost Fixed Fee Total CPFF

#### RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD

CONTRACT NO. EP-C-16-008

TASK ORDER NO. 68HERC20F0466

Base Period - FROM 09/28/2020 through 02/28/2021

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Base	(b)(4)	(b)(4)	\$ 40,000.00
Total Funded			\$ 40,000.00
Total Per Contract			\$ 272,454.00
Balance Unfunded			\$ 232,454.00

**SECTION C - Description/Specifications**

## **SECTION D - Packaging and Marking**

## **SECTION E - Inspection and Acceptance**

## **SECTION F - Deliveries or Performance**

### **F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE – BASE PERIOD**

The period of performance of this contract shall be from 09/28/2020 through 02/28/2021 of all required reports.

## **SECTION G - Contract Administration Data**

### **G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES**

Contract-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Brian Hasty: Task Order Contracting Officer's Representative, [hasty.brian@epa.gov](mailto:hasty.brian@epa.gov), 202-564-2236

Gregg Serenbetz: Alternate Task Order Contracting Officer's Representative, [Serenbetz.gregg@epa.gov](mailto:Serenbetz.gregg@epa.gov), 202-566-1253

Contracting Officials responsible for administering this contract are as follows:

Sandra Stargardt-Licis: Contracting Officer, [licis.sandy@epa.gov](mailto:licis.sandy@epa.gov), 513-487-2006

Amanda Toole: Contract Specialist, [toole.amanda@epa.gov](mailto:toole.amanda@epa.gov), 513-569-7170

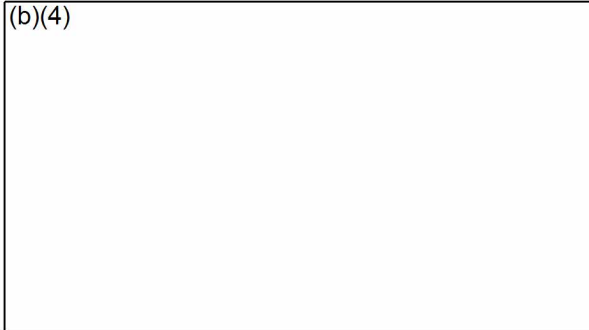


## SECTION H - Special Contract Requirements

H-1 EPAAR 1552.237-72 KEY PERSONNEL. (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

(b)(4)



(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of clause)

## SECTION I - Contract Clauses

### I-1 FAR 52.204-25 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. (AUG 2020)

(a) *Definitions.* As used in this clause-

*Backhaul* means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means-

- (1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
- (2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- (3) Telecommunications or video surveillance services provided by such entities or using such equipment; or
- (4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

*Critical technology* means-

- (1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;
- (2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-
  - (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or
  - (ii) For reasons relating to regional stability or surreptitious listening;
- (3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);
- (4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);
- (5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Interconnection arrangements* means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Roaming* means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.* (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing-

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) *Reporting requirement.* (1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:

(i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)

**SECTION J - List of Documents, Exhibits and Other Attachments**

<b>Attachment Number</b>	<b>Title</b>	<b>Date</b>
1	Attachment 1 - Performance Work Statement	09/28/2020

**Performance Work Statement  
Technical Support for National Aquatic Resource Surveys  
Solicitation PR-OW-20-00325  
Task Order 68HERC20F0466**

**A. TITLE:** National Wetland Condition Assessment 2021: Logistics Support and Training

**B. EPA PERSONNEL**

**Task Order Contracting Officer Representative (TOCOR):**

Name: Brian Hasty  
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/  
WRAPD/MAB  
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460  
Telephone: 202-564-2236  
E-mail: [hasty.brian@epa.gov](mailto:hasty.brian@epa.gov)

**Alternate Task Order Contracting Officer Representative (ALT-TOCOR):**

Name: Gregg Serenbetz  
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/  
WRAPD/MAB  
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460  
Telephone: 202-566-1253  
E-mail: [Serenbetz.gregg@epa.gov](mailto:Serenbetz.gregg@epa.gov)

**C. ESTIMATED PERIOD OF PERFORMANCE**

Base Period: September 28, 2020 through February 28, 2021

Option Period 1: March 1, 2021 through February 28, 2022

**I. BACKGROUND:**

The U.S. EPA, states and other partners are planning a survey of the nation's wetlands. The National Wetland Condition Assessment (NWCA) 2021 employs a stratified random sampling design and consistent methods across the country to:

- Assess the condition of the nation's wetlands at national and regional scales;
- Evaluate changes in condition from the previous NWCA; and
- Help further state and tribal capacity for monitoring and assessment.

Pre-planning documents, subject to change, identify the target population of wetlands. The pre-planning documents provide the following estimates of sample sizes:

- 153 sites in estuarine wetlands around the country and 751 in inland wetlands
- 96 revisit sites

- Unknown number of other potential intensification sites from other organizations including states/territories

Field sampling will be conducted by State/Tribal field crews, EPA Regional staff, staff from other federal agencies, and contractors under other contract vehicles (i.e., field sampling is not part of this task order) from April 2021 to September 2021. In the NWCA 2016, 60 field crews collected the samples from 1173 sites. EPA selects the sites and field crews determine the sampling schedules.

To minimize variability, EPA requires that all partners use the same field sampling protocols. To ensure that the field crews understand the protocols, EPA requires that all crews are trained in the protocols selected for the survey. Most field crews attend a multi-day training session that consists of in-classroom and in-field modules, taught by persons who previously conducted a trial run of the training and have experience with the methods (i.e., train-the-trainer).

As another step in ensuring that all crews consistently apply the survey's field protocols, each field crew receives an assistance visit during one of their first sampling episodes. Assistance visits are conducted by persons who attended an EPA-sponsored training or served as trainers. Preferably, assistance visitors also have experience implementing the NWCA (or similar) methods. By having assistance visits early, the crew can incorporate corrective actions into sampling at most of their assigned sites.

Because NWCA will require consistency in sample collection, the contractor shall supply crews with sampling materials. The materials shall include equipment not readily available and supplies that the crews use only once such as sample bottles and bags, gloves, preservation chemicals (those that are hazardous will need material data safety sheets), shipping labels addressed to the EPA-contract laboratories, and packaging. In addition to the logistical tasks, the contractor shall track the supplies to ensure that the field crews receive them in a timely manner. Once the field crew collects the samples, the contractor shall track the samples to ensure that they arrive at the appropriate destinations and follow up with appropriate entities if samples are missing/damaged (e.g. field crews, shipping companies, etc.).

## **II. PURPOSE**

The purpose of this task order is to provide logistics and training support to the EPA Office of Water in implementing the NWCA 2021. The types of support required for this project include providing manual development and/or refinement; developing and/or refining training materials; planning and conducting training sessions; preparing and distributing materials; providing logistical and technical support for the field sampling crews; tracking field activities and samples; and conducting preliminary data reviews.

### **III. GOVERNMENT FURNISHED INFORMATION**

EPA will post the following references in the National Aquatic Resource Surveys (NARS) SharePoint site [https://usepa.sharepoint.com/sites/OW\\_Community/nars/Contracts/](https://usepa.sharepoint.com/sites/OW_Community/nars/Contracts/) as they become available. The EPA TOCOR will provide revisions of draft documents.

- Reference 1: NWCA 2016 Site Evaluation Guidelines (SEG)
  - The site selection and replacement rules are described in the SEG. Please note that the stratification process has been updated for 2021, so some aspects of the replacement process will need to be updated and revised.
- Reference 1a: NWCA 2016 State Site Evaluation Spreadsheet
- Reference 2: NWCA 2016 Field Operations Manual (FOM)
  - EPA may include extra samples for microplastics, acidification in estuarine systems, isotopes in sediment, and algal toxins.
- Reference 3: NWCA 2016 Quality Assurance Project Plan (QAPP)
- References 4 NWCA 2016 Quick Reference Guide (QRG)
- Reference 5 NWCA 2016 Field Forms
  - EPA will provide the contractor with paper forms and e-forms versions for NWCA 2021 during the task order's period of performance.
- Reference 6: NWCA 2016 Field Assistance Visit Checklist
- Reference 7: NWCA 2021 Contractor Sites
- Reference 8: NWCA 2021 Design File (all base and replacement/oversample sites)
- Reference 8a: NWCA 2021 Design Documentation
- Reference 8b: NWCA\_2021\_Design\_20200225.zip (shapefile for NWCA sites)
- Reference 9: Specifications for tablets purchased by EPA and used in developing the eforms (note, EPA is not providing tablets for contractor crews)
- Reference 10. Duties and Qualifications for NWCA Field Crews
- Reference 11. NWCA Sampling Index Period
- Reference 12. NWCA 2016 Laboratory Operations Manual (LOM)
- Reference 13. PowerPoint presentations used for NWCA 2016 trainings and subsequent NWCA methods training delivered to Tribes

### **IV. GENERAL REQUIREMENTS**

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:



1. Deliverables (see Contract PWS B.1)

Unless specified differently in the PWS or in written technical direction (per Contract Clause H.12), the contractor shall provide deliverables as electronic files transmitted by email or via shared systems (e.g., EPA's SharePoint site).

Memoranda shall be placed on company letterhead and the subject line shall include the phrase "EPA Contract EP-C-16-0XX". When transmitting deliverables by email, subject headers should include the contract, task order, and deliverable description (e.g., "EP-C-16-0XX TO 68HERC20FXXXX: QAPP Signature Pages").

All electronic files shall be clearly named using the survey abbreviation "NWCA," a logical abbreviation for the name of the document (e.g., QAPP), the contractor name (abbreviated), and the date of edits to assist in version control (ex: NWCA\_QAPP\_XX\_YYYYMMDD). Final versions shall be provided to EPA in both the original format (e.g., Word, PowerPoint) and PDF versions (if necessary, EPA will modify the files to be Section 508 compliant or request through written technical direction that the contractor make them 508 compliant).

Unless specified differently by the EPA TOCOR in written technical direction (per Contract Clause H.12), the contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

2. Identification at Meetings (see Contract PWS B.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

3. The contractor shall follow the provision of EPA prescription 1523.703-1, acquisition of environmentally preferable meeting and conference services (May 2007), for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101 and shall be used when soliciting quotes or offers for meeting /conference services on behalf of the Agency. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges or official business, audio visual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

4. As required, the TOCOR shall provide written technical direction in accordance with Clause H-12 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level PWS.

5. Government Furnished Property (GFP): There will be no GFP provided to the contractor during the performance of this task order. In accordance with FAR 45.102, the contractor shall be required to furnish all property necessary to perform this Task Order.

## V. SCOPE OF WORK

### **Task 1. Task Order Management and Monthly Progress Reports** (See Contract Attachment 2, Reports of Work, and 3, Invoice Preparations; PWS B.2)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Contract Attachment 2, Reports of Work. The monthly progress and financial reports shall be broken out by task. The monthly progress report shall include project status, expenditures to date, unexpected problems or concerns, lessons learned, Quality Assurance / Quality Control (QA/QC) activities, and next steps. The contractor shall also brief the TOCOR on progress, (e.g. training planning and logistics, and document and training material development), during periodic (e.g., weekly) teleconferences during periods of intense activity.

#### **Deliverables and Schedule under Task 1:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
1	Progress and financial reports	Monthly
	Calls with EPA	Per written technical direction by the TOCOR (per Contract Clause H.12)

### **Task 2. Quality Assurance** (Contract PWS B.3)

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's customized Quality Management Plan (QMP) incorporated into this NARS contract;
- NWCA QA documents, which describe how QA/QC will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
  - NWCA 2021 Quality Assurance Project Plan (QAPP)
  - NWCA 2021 Field Operations Manual (FOM)
  - NWCA 2021 Site Evaluation Guidelines (SEG)

The NWCA 2021 Quality Assurance (QA) documents will evolve throughout the task order. Through its support in Task 3, the contractor shall be integral to the document

evolution, and may be aware of EPA's revisions before they are approved by the EPA Quality Assurance Officer (QAO). It is critical that, as it reviews EPA's draft revisions, the contractor verifies that its own performance and previous deliverables are consistent with the requirements in the ever-evolving QAPP and FOM. The contractor shall notify the EPA TOCOR immediately if it identifies areas where performance and previous deliverables are not consistent with the revisions being made to the 2021 QAPP, FOM or other documents. The contractor also shall notify the EPA CO and TOCOR if the changes will impact task order costs. The EPA CO will determine whether any modifications to the contractor's performance and/or previous deliverables will be necessary. Modifications to the contractor performance or deliverables may require a modification to the task order. Any changes in cost or scope must be approved in writing by the contracting officer.

- Requirements in the other tasks such as:
  - Checklists to ensure that the assistance visits provide thorough evaluations of the field crew's performance (Task 5) and field kits contain the appropriate materials (Task 7).
  - Soliciting feedback from participants about the training sessions (Task 5).

As demonstration of the contractor's:

- a. Commitment to adhere to the NWCA 2021 QAPP, the contractor's survey staff shall sign the page "Review & Distribution Acknowledgment and Commitment to Implement" ("signature page") in the introductory section of the approved QAPP. Survey staff include the contractor's Quality Assurance Officer; Task Order Leader (TOL); persons coordinating field operations; trainers and persons conducting assistance visits under Task 5; and other appropriate contractor and subcontractor personnel and consultants involved in survey operations (e.g., does not include budget tracking staff). Each person shall sign, at a minimum the first version approved by EPA's Quality Assurance Officer.
  - i. **The contractor shall continue to work on tasks 1, 2, 3, 4, 5.1, 5.2, 5.3a, 5.3.b, 5.3d, 5.4.a, 5.5, 5.8a, 6.a, 6.b, 6.c, 6.d., 6.fvii and 7.1 while the QAPP is being developed and reviewed. Prior to working on any other task/subtask, the contractor must provide a copy of the signature page to the EPA TOCOR. The contractor may work on other tasks only if the EPA TOCOR issues written technical direction (per Contract Clause H.12) that transmits a waiver from the EPA QAO.**
- b. Implementation of QA in performing the other tasks in this Performance Work Statement, the contractor shall document its QA activities as follows:
  - i. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary.

- ii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the NWCA QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report. In addition, the contractor shall immediately bring to the attention of the TOCOR, any QA problems that may affect the conduct of the tasks or the project, with recommendations for corrective actions.
- iii. If any revision to the QAPP would affect ongoing work or necessitate revisions to previously provided deliverables, the contractor shall immediately notify the EPA TOCOR before implementation.
- c. Commitment to continuous quality improvements, the contractor shall provide a summary of “lessons learned” based upon its support to the other tasks. EPA will use this information to improve operations in future surveys. The contractor shall incorporate EPA comments into revised versions.

Unless the TOCOR grants an exception in accordance with agency procedures, the contractor shall refrain from publishing findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

**Deliverables and Schedule under Task 2:**

Task	Deliverable	Due
2a.	Signature pages for approved 2021 QAPP	QAO and TOL signature pages within 5 working days after receiving copy of page with EPA’s QAO signature. Signature pages for other staff must be provided within 5 working days of their assignment to the task order.
	Signature page for revised QAPP	5 working days after receiving QAO-approved revision from EPA
2.b. i	Documentation of QA activities	With deliverables
2.b. ii	Monthly reports of QA activities	With monthly progress report
2.b.iii	Notification of projected impact due to QAPP revision	Immediately upon identification of issue
2.c	Memorandum 1 with lessons learned from NWCA 2021 planning and field season	November 15, 2021. Revisions within 5 workdays of receipt of EPA comments.

**Task 3. Documentation** (See Contract PWS C.1.e)

The contractor shall provide technical review for the following documentation:

### 3.1 Manuals

EPA will provide draft versions of the NWCA 2021 QAPP, Field Operations Manual (FOM), Site Evaluation Guidelines (SEG), and Laboratory Operations Manual (LOM). The contractor shall provide technical review, editing, formatting, and graphical support for the manuals to ensure that the final drafts have the following features.

- i. Methods and procedures are described in logical, easy to follow, series of steps and technically correct.
- ii. Text does not contain typographical and grammatical errors.
- iii. Basic organization structures include, but are not limited to:
  - Table of Contents
  - Headers/footers
  - Sequential pagination
  - Sidebars and “highlights”
  - Version control
  - References
- iv. EPA-supplied graphics are included. The contractor shall, if appropriate, make recommendations about potential improvements to graphics, but the contractor shall reformat EPA’s graphics only if the EPA TOCOR provides written technical direction (per Contract Clause H.12) with the specifications.
- v. Contractor-generated graphs and charts are included that conform to EPA’s mockups.
- vi. High quality graphics and photographs are formatted in JPEG or TIFF format (300 dots per inch or higher).
- vii. Graphics and photographs include captions and photo credits.
- viii. Each subsequent version incorporates all of EPA comments, unless the TOCOR agrees to the change (including following any Demonstration or training as appropriate).
- ix. Consistency exists within and between documents.
  - The contractor shall perform the within document review (e.g., text matches information in tables) for every version.
  - The contractor shall perform the between document review three times with up to four sets of edits in each review: once prior to EPA’s demonstration of methods (in late 2020/early 2021); and twice as identified in technical direction (per Contract Clause H.12) from the EPA TOCOR (most likely after the train-the-trainer session in spring 2021).
- x. Format is consistent with the EPA Style book <http://www.epa.gov/stylebook/>.

### 3.2 Quick Reference Guide

The contractor shall refine the NWCA 2016 Quick Reference Guide(s) (QRG) based on the NWCA 2021 draft Field Operations Manual(s) (FOM) (Reference 4). As was the case in 2016, the QRG shall not be a ‘cut and paste’ of tables and charts from the NWCA 2021 FOM, but rather a document that effectively and succinctly provides crews with key information on methods. The contractor shall discuss revisions to the QRG with EPA and:

- a. Provide an initial draft of the NWCA 2021 QRG.
- b. Make up to 10 sets of recommendation and incorporate changes accepted by the EPA TOCOR. These revisions shall include incorporating findings from:
  - Initial EPA TOCOR reviews;

- Testing of the FOM at the Field Demonstration Project in 2020 or early 2021; and
  - Testing at the train-the-trainer session in 2021;
- c. Recommend changes for revision at the conclusion of the 2021 sampling season. The contractor shall incorporate the changes accepted by the EPA TOCOR.

### 3.3 Field Forms

The contractor shall review and recommend revisions to the draft field forms including, but not limited to, data forms, tracking forms, supply request forms. (EPA will revise the field forms.) In particular, the contractor shall evaluate two types of field forms with emphasis placed on the electronic forms:

- a. Paper forms designed for handwritten observations. At a minimum, the contractor shall assess the paper forms for:
  - Appropriateness for the field sampling methods and protocols under consideration;
  - Consistency with the FOM;
  - Practicality for field crews collecting the information;
  - Unnecessary redundancies in the information (e.g., Site ID should appear on every page, but the site characteristics generally should appear on only one page);
  - Purpose for each data element (e.g., data elements should be used for specific purposes such as tracking or data analysis; all others should be identified for possible exclusion by EPA).
- b. Electronic forms (NWCA field form App) provided by EPA. At a minimum, the contractor shall assess the extent to which these forms:
  - Appropriately capture required information from field sampling;
  - Capture the same information as the paper forms (i.e., the two forms should collect the same information, although the format and appearance will differ);
  - Are consistent with the FOM;
  - Are practical for field crews collecting the information; and
  - Identify any bugs or glitches noted while reviewing;
  - Identify appropriate sections to include diagrams and figures that aid in field sampling;
  - Develop diagrams and figures to aid in field sampling.

### **Deliverables and Schedule under Task 3:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
3.1	Mark-up of documents, noting differences and inconsistencies with previous versions and/or other supporting documents	10-20 working days, per written technical direction from the TOCOR (per Contract Clause H.12).
	Revised documents that incorporate all EPA comments	5-10 workdays, per written technical direction from the TOCOR (per Contract Clause H.12), depending

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
		on complexity and schedule requirements.
3.2	a. Quick Reference Guide Initial Draft	10-15 workdays, per written technical direction from the TOCOR (per Contract Clause H.12)
	b. Quick Reference Guide Revisions	Per written technical direction from the TOCOR (per Contract Clause H.12), 5 working days after TOCOR review, field demonstration project, and train-the-trainer session. Otherwise, per written technical direction from the TOCOR (per Contract Clause H.12), within 1 to 5 working days depending on complexity and schedule requirements.
	c. Contact information	With initial draft of QRG and with revisions
	d. Mark-up with recommended changes in QRG at the conclusion of the 2021 sampling season	20-30 working days after the final sampling event in 2021, per written technical direction from the TOCOR (per Contract Clause H.12).
3.3	a. Mark-up with recommended changes in field forms	10 working days after receiving written technical direction from the TOCOR (per Contract Clause H.12)
	b. Email with outcome of testing field forms with any recommended changes	5-10 working days after receiving the first electronic version of field forms. 1-5 working days after receiving subsequent versions, depending on extent of revision and schedule implications.

**Task 4. Method Development and Demonstration Project** (See Contract PWS C.1.c, C.1.d, and C.1.f)

The contractor shall support EPA in evaluating methods and protocols for gathering field samples. EPA expects that similar methods and protocols will be used for NWCA 2021 as were used for NWCA 2016, with the changes mentioned in Section III above or other as identified by EPA.

4.1 Evaluate Methods

This is intended to be a minor task that focuses on one or two indicator parameters with readily available information about sampling methods and/or on enhanced field training/crew member evaluations. Upon receiving written technical direction (per Contract Clause H.12) from the EPA TOCOR, the contractor shall:

- a. Research and evaluate methods of specimen collection in terms of time required to perform, practicality under a variety of conditions (e.g., sites in remote or other logistically challenging settings; forested versus emergent wetlands; estuarine versus freshwater wetlands; applicability in all weather conditions), and ability to provide reproducible results; or research and evaluate field crew training options and evaluation processes.
- b. Consider probable biases and sources of error due to sampling methods or new training/evaluation techniques under consideration and recommend modifications to minimize error.
- c. Evaluate the practicality of the methods for field sampling in a variety of conditions (e.g., sites in remote or other logistically challenging settings; forested versus emergent wetlands; estuarine versus freshwater wetlands; applicability in all weather conditions), and/or for crew members with different experience levels and environmental conditions.
- d. Evaluate the most appropriate storage methods for the sample in the field and at the lab(s).

#### 4.2 Demonstration Project

The contractor shall provide logistical support and sampling expertise for one 1-3-day demonstration project at an appropriate field location as determined by the TOCOR. For costing purposes, the contractor shall assume a location within EPA Region 3, Region 4, Region 6, or Region 10. EPA will send approximately 3-8 staff to participate in the demonstration project and there is the potential that 1 or 2 state representatives will participate. The demonstration project is intended to be a trial run to identify weaknesses in all field methods and documents, so that appropriate revisions can be adopted before the train-the-trainer session. The demonstration project shall most likely occur in fall 2020 or early 2021 as early preparation for the 2021 sampling season. The contractor shall:

- a. Recommend possible locations that have appropriate sites, with available conference rooms at a federal or state building (if necessary, commercial facilities are an option if the EPA TOCOR accepts the location). Possible locations shall also be screened for the presence of federally listed species and locations without listed species selected when possible. EPA Regions and states often volunteer sites and facilities for the demonstration project, so the contractor shall only provide this support if identified in written technical direction (per Contract Clause H.12) from the EPA TOCOR.
- b. Coordinate with appropriate entities (e.g., state authorities) to schedule the sampling site selected by the EPA TOCOR and obtain any necessary facilities (e.g., portable toilets), landowner approvals and permits. EPA may determine that it is more efficient for EPA or the state to make these arrangements, so the contractor shall only provide this support if identified in written technical direction (per Contract Clause H.12) from the EPA TOCOR.
- c. Provide appropriate sampling equipment and materials.
- d. Provide staff (2-5 people) to conduct the demonstration project with EPA. To the extent possible, align these staff with those who will be trainers under Task 5.



#### **Deliverables and Schedule under Task 4:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
4.1a-d	Email with findings	10-20 working days, per written technical direction from the TOCOR (per Contract Clause H.12).
4.2. a	Email with possible locations	10 working days after receiving written technical direction from the TOCOR (per Contract Clause H.12) with possible dates for the demonstration project. (EPA TOCOR will coordinate with the contractor on the dates.)
4.2. b	Confirmation of booking/approvals	5 working days after receiving written technical direction from the TOCOR (per Contract Clause H.12) with the preferred location.
4.2.c	Sampling equipment and materials	At demonstration project
4.2. d	Field sampling staff	At demonstration project

#### **Task 5. Field Crew Training** (See Contract PWS C.1.g and C.3.e)

The contractor shall organize and conduct training for the field crews. Training includes train-the-trainer, webinars, field crew sessions, on-site training, remote training, assistance visits, and remote assistance. The contractor shall support EPA, as described in the following subtasks. Trainers shall consist of members of EPA Office of Research and Development (ORD), EPA Regions and Headquarters, and/or State employees; and contractor staff. The EPA TOCOR must review and accept all training sites, schedules, and trainers.

##### 5.1 Locations

If the EPA TOCOR specifies in written technical direction (per Contract Clause H.12), for each train-the-trainer and field crew training session of approximately 15-50 people, the contractor shall identify available federal government buildings with suitable classroom capabilities. If none are available or suitable, the contractor shall identify alternatives. With suitable justification, the EPA TOCOR will consider other alternatives (e.g., commercial facilities, state government buildings, remote trainings, others). In identifying suitable locations, the contractor shall coordinate with appropriate parties (e.g., EPA Regional Coordinator). The location also must be:

- Relatively convenient for most attendees;
- Available at a date/time convenient for EPA, trainers, and participants;
- Close to appropriate sites to demonstrate the field sampling techniques;
- Screened for the presence of federally listed species and locations without listed species selected when possible.
- Low cost; and
- Available at an appropriate time before the start of the region's sampling season (e.g., state crews might start later in Maine compared to Florida).

### **Deliverables and Schedule under Task 5.1:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
5.1	Email with list of proposed locations and justification	10-40 working days, per written technical direction (per Contract Clause H.12), depending on the number of training sessions to be scheduled at that time.

### **5.2 Logistics**

After receiving the EPA TOCOR's acceptance of the training sites, the contractor shall:

- a. Book the sites; and obtain any necessary facilities (e.g., portable toilets) and landowner approvals; provide equipment described in the FOM for training purposes if training attendees are not able to bring some equipment, materials and permits for field sampling. EPA plans to implement Section 7 consultations to address Endangered Species Act requirements for training locations.
- b. Provide a list of trainers to the EPA TOCOR for review and acceptance. In identifying trainers for the different modules (see Reference 13 for training materials), the contractor shall:
  - i. Include EPA staff and State and regional experts to the extent possible, depending on their availability and level of expertise. The list shall briefly describe each non-EPA person's experience and/or education; identify sessions for which the person would teach; and other relevant information.
  - ii. Identify up to three contractor trainers for each training session, depending on the availability of EPA and state staff. So that they can provide expert guidance and assistance during the training, the contractor trainer staff shall be fully trained in a wide range of field protocols for vegetation sampling and plant species identification, water sampling, physical habitat sampling, site evaluation, sample shipping procedures, and safety. In addition, the contractor trainer staff shall possess sufficient knowledge about the NWCA field protocols to provide guidance and assistance to the participants.
  - iii. Confirm that all trainers for field crew sessions attended the train-the-trainer session and are knowledgeable in the NWCA procedures.
- c. Register the participants. In refining the list, the contractor shall coordinate with other parties (e.g., EPA Regional Monitoring Coordinator), as appropriate. Before registering participants, who are not field crews, the contractor must obtain approval from EPA TOCOR.
- d. Arrange for logistics and costs of travel, lodging and accommodations for non-federal employees serving as trainers. (Participants and federal employees must provide their own travel and accommodations.)
- e. Coordinate all other necessary logistics associated with the training.
- f. Report, each month, on any associated training costs (e.g., labor hours, rentals, supplies, travel) broken out by training event using the template provided by the EPA TOCOR.

### Deliverables and Schedule under Task 5.2:

Task	Deliverable	Due
5.2. a	Confirmation of booking and approvals/permits	5 working days after receiving written technical direction from the TOCOR (per Contract Clause H.12) with EPA preferred locations for a particular training event; or 5-20 working days for multiple trainings.
5.2. b	List of potential trainers with summary of qualifications	20 working days prior to the training session. (Once the EPA TOCOR accepts a trainer, no review/acceptance is required for his/her support at other training sessions.)
5.2.c	Email with list of persons wishing to attend training session, but are not field crews	Within 1 working day of request
	Final list of participants	5 working days after conclusion of training session
5.2. d	Details of travel for non-federal trainers	With list of potential trainers.
5.2. e	Other logistics	As needed.
5.2. f	Training costs spreadsheet	Updated monthly, at the same time as the progress report.

### 5.3 Webinars

The contractor shall develop and present up to five sets of 2-hour webinars before the start of the sampling season. The contractor shall also create training videos as appropriate that crew members can watch on their own. Topics for potential webinars include:

- An introduction to the training sessions in Task 5.4 (i.e., offered to persons planning to attend the training sessions that describes the basics of the survey including indicators, methods, crew supplied materials etc.); and
- Up to four different webinars to demonstrate and discuss specific protocols (e.g. site evaluation, eforms, soil basics, vegetation sampling) where additional training information would benefit field crews.

The contractor shall present each webinar up to three times before each sampling season. Because EPA has readily available web conferencing capabilities, the EPA TOCOR will arrange for the webinar connections from which the contractor can host remotely. In the case that EPA's web conferencing capabilities are not functioning appropriately, the contractor shall arrange for web conferencing support. In supporting the webinars, the contractor shall:

- a. Draft the agendas, materials, and presentations. The agendas shall include opportunities for questions and answers. The contractor shall incorporate comments from the EPA TOCOR into the final versions. Each webinar within a set shall have virtually the same agenda, except minor improvements based upon performance during previous webinars

and specialized content for the specific logistics of that training. Minor revisions such as typos, date changes, and trainer identifications do not need to be reviewed by the EPA TOCOR. All other changes must be reviewed and accepted by the EPA TOCOR.

- b. Schedule the webinar at a time prior to the training session that is convenient for attendees and trainers. In most cases, it is likely to be scheduled during the calendar weeks before regional training sessions. The contractor shall coordinate with the appropriate parties to propose a date and time to the EPA TOCOR for review and acceptance. Then, the contractor shall notify the participants of the date and time of the webinar.
- c. Distribute, by email or file exchange, the agendas, materials, QAPP, SEG, FOM, and presentations to the participants prior to the webinar.
- d. Confer with the EPA TOCOR on technical issues, as necessary.
- e. Conduct the webinar.
- f. Distribute any follow-up materials as necessary.

### **Deliverables and Schedule under Task 5.3:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
5.3. a	Draft agendas/other materials by email to EPA TOCOR	15 working days prior to the first webinar. Revisions within 5 working days.
5.3. b	Email with proposed date/time	10 working days prior to the proposed date.
5.3.c	Agendas/other materials by email to participants	1 working day prior to the session
5.3. d	Discuss technical issues with EPA (verbal or email)	2 working days prior to webinar
5.3. e	Conduct webinar	Date and time must be accepted by the EPA TOCOR
5.3. f	Follow-up materials	1-5 working days per written technical direction (per Contract Clause H.12), depending on complexity of issues

### **5.4 Training Sessions**

For the train-the-trainer and field crew training sessions, the contractor shall facilitate the classroom and field training modules and provide all necessary logistics. (Participants and federal employees must provide their own travel between the classroom and field locations.) The contractor shall support one train-the-trainer session (for costing purposes, assume the training will be in Region 4 or Region 6), nine regional field training sessions (i.e., one per region with the exception of EPA Region 2) and one training for a small number of primarily EPA staff. Each training session will be approximately four days in duration although it is possible that some trainings could be shorter. However, the contractor's trainers shall plan on

five days for each session to allow for travel; pre-training preparation and coordination; and post-training assessment of the training and crew capabilities. The contractor shall:

- a. Revise the agenda and PowerPoint presentations from the NWCA 2016 and subsequent NWCA tribal training sessions to be consistent with the 2021 FOM and SEG including the training videos described in 5.5a. Incorporate comments from the EPA TOCOR into revisions. Minor revisions such as typos, date changes, trainer replacements do not need to be reviewed by the EPA TOCOR. All other changes must be reviewed and accepted by the EPA TOCOR.
- b. Distribute the following at the training:
  - i. The agenda. (The PPTs do not need to be distributed in paper form.)
  - ii. Field crew identification codes that will be used during the training session and throughout the field sampling seasons for all forms and communications. To be consistent with EPA's database requirements, field crew IDs must contain 3 alphanumeric characters (e.g., MD1) and be standardized based on state, contractor crew, or tribe abbreviations. Although individual members of a crew may change, the field crew ID only changes when the field crew leader changes.
  - iii. Examples of field forms on rite-in-rain paper, provided by the NARS Information Management (IM) staff to the contractor for distribution, to each participant. EPA will provide field crews with tablets pre-loaded with the NWCA eforms and other materials.
  - iv. FOM to each participant when requested. The FOM shall be printed on regular copy paper in black and white and bound. If the printing limits in Contract Clause H.2 are likely to be exceeded for any document (e.g., QAPP), the contractor shall notify the EPA TOCOR at least two months prior to reaching the limits. (EPA will then arrange for the EPA print shop to provide the copies.)
  - v. QRG to each field crew when requested. The QRG shall be printed in black and white, laminated, coded by section with tabs or colored paper (e.g., checklists, site information, water chemistry, etc.) and bound for field use (e.g. three-ring binder). If the printing limits in Contract Clause H.2 are likely to be exceeded for any document (e.g., QAPP), the contractor shall notify the EPA TOCOR at least two months prior to reaching the limits. (EPA will then arrange for the EPA print shop to provide the copies.)
  - vi. Base kit (to be used throughout field seasons) and site kit (for the training field day) to each field crew (or each group that will perform as a team during the training). The base kit will include the QRG (see 5.4.b.v). The contractor shall ship base kits to crews following training events if the crews are unable to travel with the kits from the training event.
  - vii. Survey to all participants, requesting their evaluation of the effectiveness of the training, including the webinar in Task 5.3. This survey is intended to be an evaluation of the overall training, not a tool for evaluating the contractor's performance.
  - viii. After the training, the contractor shall distribute, by email, any additional materials (e.g., correction pages, clarification) promised to participants during the training.
- c. Facilitate the training sessions.
- d. Instruct the modules for which the EPA TOCOR accepted contractor trainers under Task 5.2. For consistency in training, the contractor shall seek to minimize the number of

contractor trainers used throughout the survey. Subject to their availability, all potential contractor trainers shall attend the Train-the-Trainer session. Depending on the availability of EPA/state experts, the contractor shall provide 1-4 contractor trainers for each field crew training session (in the cost proposal, assume 3 contract trainers for all sessions other than the train-the-trainer session).

- e. Obtain a sign-in sheet for each participant documenting which days each person was in attendance (include name of training, location and date of training on the top of the sign-in sheet). Provide a pdf of the sign-in sheet to EPA as well as maintaining a comprehensive list of participants (e.g., in a spreadsheet or other document).
- f. Collect QAPP signature pages from the field crew leaders. (During the webinar or through email communication, the crews will be instructed to read the QAPP, SEG and FOM before arriving at the training session.)
- g. Provide a short summary of each training session, a review of each field crew's comprehension of the protocols, a summary of participant evaluations, each participant's evaluation form (i.e., survey from 5.4.b.vii above), and any recommended changes. With EPA TOCOR's review and acceptance, the contractor shall incorporate changes to subsequent training sessions.
- h. Send two people to attend a NARS training meeting to refine current training approaches and help EPA develop new materials and methods.

#### **Deliverables and Schedule under Task 5.4:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
5.4. a	Draft agenda and PowerPoint presentations.	120 working days prior to the first training. Revisions within 5 working days.
	Email notification that printing restriction will be reached for a document	Two months prior to reaching the limit
5.4. b	Agenda base kits, site kits, forms, etc.	At the appropriate time during the training sessions with follow-up materials in 1-5 working days per written technical direction from the TOCOR (per Contract Clause H.12).
5.4.c	Facilitate the training	At the training. Date and time must be accepted by the EPA TOCOR under Task 5.2.
5.4. d	Instruct sessions	At the training. Trainers accepted by EPA TOCOR under Task 5.2.
5.4. e	Sign-in sheets (pdf of actual signatures/initials) and electronic list of participants (e.g. spreadsheet)	Provide pdf within 3 working days after the training ends; update spreadsheet within 3 working days of the training and make available to EPA.
5.4. f	Pdf file with scanned QAPP agreements	3 working days after the training session ends. Then on a rolling basis

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
		as they are received from crews. Originals per written technical direction (per Contract Clause H.12) from EPA TOCOR.
5.4. g	Email summary	5 working days after the training session ends.
5.4h	Attend NARS training meeting	Date arranged by EPA TOCOR

### 5.5 Distance Learning

a. Training videos: Following TOCOR written technical direction (per Contract Clause H.12), the contractor shall develop voice over versions of the PPTs used for webinar and in-person training that can be viewed by participants on their own time. The contractor shall work with the TOCOR to identify important features for these products such as inclusion of testing, inclusion of short videos/key photos, options for certificates upon completion, and ways to bookmark locations within the training module.

b. Methods videos: The contractor shall work with the TOCOR to identify up to 10 key field methods or NWCA field subject matters for which short videos (~3-10 minutes) would be useful for field crews.

Following discussions with EPA and TOCOR written technical direction (per Contract Clause H.12), the contractor shall develop a draft storyboard and script for each of the videos. After approval of the storyboard and script, the contractor shall develop up to 5 videos, work with EPA to test them, and identify ways to deploy them to crews (through webinars, trainings, PPTs, field form apps, etc). The contractor shall plan for up to 5 revisions for each of the videos.

### **Deliverables and Schedule under Task 5.5:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
5.5. a	Key features for inclusion in training videos	5-10 working days after discussion with TOCOR.
	Training videos	60 working days prior to the first training. Revisions within 5 working days.
5.5. b	List of field methods and subject matters for videos	1 working day after discussion with TOCOR.
	Video storyboard and script	10 working days following acceptance of above list by the TOCOR.
	Videos	15 working days following acceptance of the storyboard and

Task	Deliverable	Due
		script by the TOCOR. Revisions within 5 working days

### 5.6 On-Site Training

For field crews unable to attend the field trainings, the contractor shall conduct on-site training and evaluate the crew's performance while they are conducting key tasks. Ideally, on-site training will be conducted prior to the crew's first sampling event. If this is not possible, the crew shall be trained and evaluated when the field crew conducts its first sampling event. The contractor shall provide up to six individualized trainings. These 1-2-day on-site trainings are likely to include not only tribal representatives and state crews, but also EPA staff. The contractor shall consult with the crew and/or other parties identified by the EPA TOCOR to determine an appropriate date for the training and convey this information to the EPA TOCOR for acceptance.

The on-site trainer(s) must have previously conducted one or more of the multi-day field trainings and must be proficient in all of the training modules. Trainers are responsible for providing his or her own field gear sufficient to accompany the field crew (e.g., protective clothing, sunscreen, insect repellent, hat, water bottle, food, backpack, cell phone). The contractor shall provide all other additional equipment and supplies as directed by the TOCOR (e.g., site kits, tablets, boats, pilots, sampling equipment, etc) via written technical direction. Any changes in cost or scope must be approved in writing by the contracting officer.

#### **Deliverables and Schedule under Task 5.6:**

Task	Deliverable	Due
5.6	On-site training	Date and time accepted by EPA TOCOR prior to training

### 5.7 Field Assistance Visits

Each field crew will require at least one Assistance Visit (AV). If severe deficiencies are identified in the crew's performance during an AV, an additional AV may be required for that crew. The contractor shall conduct up to 35 assistance visits for field crews identified, or accepted, by the EPA TOCOR (contractors shall not conduct assistance visits of other EPA contract crews). To the extent possible, the contractor shall conduct the assistance visit during one of the first five sites sampled by the field crew. The contractor may conduct on-site training and the field assistance visit simultaneously. EPA will provide the checklist for the assistance visits. The contractor shall:

- a. Assign one person to perform each assistance visit. The contractor shall provide a staff person who is familiar with the NWCA field methods, has attended one of the training sessions and preferably has been either a field crew member on at least five sites or has comparable field experience with wetland sampling techniques such as hydric soil characterization and vegetation data collection. The staff person shall bring appropriate field gear (e.g., protective clothing, sunscreen, insect repellent, hat, water bottle, food,



backpack, cell phone). During the assistance visit, the contractor's staff person shall ensure that protocols are being implemented as specified in the FOM and measurement data are meeting data quality specifications. Upon completion of evaluation, the contractor's staff person shall review the results of the evaluation with the field crew. The review shall identify positive practices that could be shared with other crews, as well as any deficiencies that would adversely affect data quality. The reviewer shall work with the crew to correct any deficiencies. If the AV reveals severe performance deficiencies, the contractor shall coordinate with the EPA TOCOR to determine whether the crew must be retrained, followed by another assistance visit.

- b. Provide completed AV checklists to the EPA TOCOR.
- c. Identify any issues/concerns in an email to the EPA TOCOR.

#### **Deliverables and Schedule under Task 5.7:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
5.7. a	Assistance visit	Date and time to be arranged directly with field crew contact or via EPA TOCOR and approved by EPA TOCOR.
5.7. b	Completed checklist	2 working days after the assistance visit
5.7.c	Email with issues and concerns	1 working day of identifying issue/concern

#### 5.8 Remote Assistance

During the field season, the contractor shall provide remote assistance that includes troubleshooting support, guidance, and other support to field crews when they encounter problems. The contractor shall:

- a. Provide EPA with a draft plan for the remote assistance. The plan shall be considered a living document that the contractor revises as necessary after receiving EPA TOCOR review and acceptance of the revisions. The contractor shall incorporate comments from the EPA TOCOR. At a minimum, the draft plans must include:
  - i. Staffing plans and personnel qualifications
  - ii. Remote assistance mechanisms (e.g., phone line, email address)
  - iii. Measures to ensure that each call/email is addressed in a timely manner (e.g., while the crew is in the field for site-specific questions)
  - iv. Protocols that shall ensure accurate and consistent responses that adhere to the FOM to the extent possible. The protocols shall describe the process for assigning questions to the appropriate experts and ensuring timely responses. EPA expects that some questions will require responses from:
    - 1. A contractor trainer (Task 5.4) who has expertise in the appropriate field sampling technique; OR
    - 2. EPA staff with the appropriate expertise.
  - v. Typical issues that arise during field sampling and draft responses

- vi. Procedures for distributing guidance, additional materials, and other clarifications to the entire network of field crews to allow for consistency and continuity in field operations
- vii. Draft spreadsheet that the contractor shall use to record such incidents as:
  - FOM, SEG, and QAPP deviations with an assessment of their potential impact to the data values for each instance
  - Unusual situations with an assessment of their potential impact to the data values for each instance
- b. Implement the plan during the field sampling seasons.
- c. Facilitate and provide technical support for up to 15 regularly scheduled conference calls throughout the field season. These calls will allow field crews to ask questions; will allow EPA or the contractor to clarify methods or procedures; and will allow for continuing dialogue between the field crews and NWCA coordinators. The contractor shall provide email summaries of the items of interest to field crews and other interested parties. The contractor shall follow the procedures for remote assistance (item 5.8.a above) for determining if and how other issues should be documented. The EPA TOCOR will schedule and obtain the teleconference line for these calls.
- d. For any substantive deviation from the FOM/SEG/QAPP and/or situations requiring EPA intervention, the contractor shall summarize the situation, with appropriate identifications (e.g., field crew, site identification, sample number), potential impact on the data, in a spreadsheet.
- e. For any situation requiring EPA intervention or guidance, the contractor shall summarize the situation for the EPA TOCOR in an email or phone call.

**Deliverables and Schedule under Task 5.8:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
5.8.a	Draft plan	Initial draft: 1 month after the demonstration project.  Second draft: 10 working days after receiving EPA TOCOR comments.  Final version: 1 month after 2021 field sampling season ends.  Throughout field sampling seasons, revisions sent to EPA TOCOR for review and acceptance.
5.8. b	Implement plan	Throughout field sampling seasons
5.8.c	Conference call support and email summary	Biweekly during periods of intense activity (likely to be June-August). Email summaries distributed within 2 working days
5.8. d	Spreadsheet with substantive deviations or issues	One month after each sampling season.
5.8. e	Issues for EPA intervention or guidance	Within 1 working day of identifying the situation

### **Task 6 Field Supplies and Shipping** (See Contract PWS C.3.a, C.3.c)

As noted previously, NWCA field sampling will be conducted by State/Tribal field crews, EPA Regional staff, staff from other federal agencies, and contractors under other contract vehicles (i.e., field sampling is not part of this task order). Under this task order, the contractor shall purchase field supplies (including base and site kits), arrange for equipment repair/replacement/calibration (from field crews and of any new items purchased) and manage shipping operations for the survey. The government will provide no GFP in the performance of this task order; all non-consumable items and equipment necessary to implement the Task Order must be provided by the Contractor. In particular, the contractor shall:

- a. Identify materials for the base and site kits (for example: consumable field supplies, instructions, paper copies of field forms, shipping materials, other items shown in the 2021 FOM, or other items identified as necessary) that the contractor will provide to field crews to collect samples and ship, using the contractor's shipping contract, to EPA's contract laboratories. The contractor shall send a list of the materials to the EPA TOCOR for review and acceptance before the contractor purchases them. Any alterations to the list of materials that result in a change to the task order scope of work or costs must be approved by the CO.
- b. Evaluate what types of repairs/replacements/calibrations are needed for state/tribal/regional equipment used by their field crews for NWCA (e.g., laser rangefinders); identify any specialized resources required (e.g., manufacturer or specialty services); and provide EPA with a plan and recommendations. EPA will provide the contractor with information on regional/state/tribal personnel who have indicated that repairs/replacements/calibrations are needed for the regional/state/tribal owned equipment (the contractor shall identify whether others also need support as part of its plan). All repairs/replacements must conform to the NWCA specifications for that piece of equipment. After receiving TOCOR review and acceptance of the items and the plan, the contractor shall arrange and pay for repair/replacement/calibration of equipment already owned by Regions/States/Tribes.
- c. Evaluate whether each crew has all necessary equipment to implement NWCA and provide summary to EPA.
- d. Develop procedures (checklists, etc.) for purchase, receipt, and shipping supplies to field crews. The contractor shall revise its procedures in response to the EPA TOCOR comments and actual performance. The procedures shall ensure that materials and supplies are:
  - i. What was ordered and identified in the list accepted by the EPA TOCOR. For example, the contractor's procedures should verify that the purchased materials are to the correct specifications such as the correct size, type of container, etc.
  - ii. In good shape and included in the base and site kits. The procedures must include an independent check of 10 percent of the kits to verify that all supplies have been included. For each kit selected, the verification must be conducted by someone other than the person who packed it.
  - iii. Reused/recycled to the extent possible. At some later time, the EPA TOCOR will provide a list of consumable supplies remaining from previous NARS surveys) that can be used for NWCA sampling. The procedures shall describe a process for

- identifying, and, as appropriate, collecting excess sampling materials from field crews for possible reuse. At the conclusion of the task order, the contractor shall physically transfer the excess consumable supplies to another location identified by the EPA TOCOR in written technical direction (per Contract Clause H.12).
- iv. Received in a timely manner and adhering to special requirements (e.g., samples with hazardous preservatives, dry ice, wet ice). The procedures must be viable for sites around the country.
  - e. The contractor shall purchase approved supplies (see 6.a., 6.b., and 6.c.,) in accordance with the procedures developed in 6.d.
  - f. The contractor shall apply its procedures, provide storage, and implement a shipping contract for survey operations for the following:
    - i. Site kits to the field crews that submit a request to the NWCA's Supply Request system (through the NARS Information Management system).
    - ii. Last minute replacements of base kit supplies as reviewed and accepted by EPA TOCOR.
    - iii. Samples from field crews to the applicable laboratories for sample processing, either directly or by way of a central location (i.e., "batch laboratory").
    - iv. A batch laboratory to gather and store field and reference/performance samples, except water chemistry samples, and then ship them to the appropriate national laboratories. The shipping arrangements must be consistent with the holding times and guidelines reviewed and accepted by the EPA TOCOR. For example, for water chemistry samples, the contractor shall arrange for shipping directly from the field to the national laboratory to meet the short holding time requirements. For any samples shipped to the batch lab (e.g., microcystin, soil isotopes), the contractor shall ship the samples at a sufficient frequency (i.e., weekly, monthly) to allow the analytical laboratory to meet its holding time requirements.
    - v. Samples from one laboratory to another, when field crews mistakenly send their samples to the wrong location.
    - vi. Return shipment of unused or reusable materials/equipment (e.g., contractor owned shipping containers) from laboratories or field crews to the contractor or batch lab (laboratories and field crews will not be required to pay shipping to return items to the contractor).
    - vii. Equipment owned and used by regions/states/tribes to repair/replacement/calibration locations and back to the region/state/tribe.

#### **Deliverables and Schedule under Task 6:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
6.a	List of base and site kit materials	15 working days after receiving the final list of indicators for the survey.
6.b	Email with plan for state/tribal equipment repair/replacement/calibration	15 working days after receiving information on known list of equipment needing repairs/replacement/calibration.

Task	Deliverable	Due
6.c	Draft procedures and checklists	5 working days after receiving the EPA TOCOR's revisions and acceptance of the list of materials. Revisions as needed with EPA TOCOR acceptance. Revised versions one month after the end of each sampling season.
	Excess consumable materials	Transfer to location specified by TOCOR in written technical direction (per Contract Clause H.12).
6.d	Purchase of base and site kit materials	Within 10 working days after receiving approval in the form of written technical direction (per Contract Clause H.12) from the EPA TOCOR
6.e	Site Kits (including field sampling materials)	On or before requested date identified in Supply Request database. EPA TOCOR must be informed of contractor's inability to provide site kits by the date identified in a supply request.
	Replacements	1-10 working days prior to sampling date, depending on when the crew identifies the need.
	Samples	Within holding time requirements specified in the NWCA LOM and/or QAPP, if crew abides by shipping deadlines.
	Repaired/replaced/calibrated equipment	By start of regional training that the specific crew will attend

### **Task 7 Tracking** (Contract PWS C.3.b, C.3d,)

The contractor shall use a tracking system and provide periodic status reports as described in the following subtasks.

#### 7.1 Tracking System

The contractor shall track the progress of activities related to field sampling on a daily basis. This tracking system could be a series of spreadsheets or some other format based upon, or exported to, Agency standard software (i.e., not the contractor's proprietary system). For the EPA TOCOR's review and acceptance, the contractor shall:

- a. Develop a plan for tracking of sites, samples, trainings, field crews, and assistance visits. The plan shall identify any software that will be used and include procedures by which the contractor will verify that the system is current and accurate (e.g., spot checks with other survey partners, automated queries). The plan also shall identify items that will be tracked, including the following items:

- i. Site Evaluation Information: sites sampled (primary, revisits, reference, and others) and reasons for any drops that have been provided via forms
  - ii. Daily sample and data status (e.g., sample collected/not collected (and why), current location of samples, data submitted to NARS IM or not (and in what format))
  - iii. Train the Trainer & Regional Trainings (e.g., dates, locations, trainers, equipment, attendees, crew performance evaluation results, and contact information)
  - iv. Field Crew Information (e.g., unique ID for crew, crew leader name, contact information, assistance visit date, approx. # sites, sampling start date, person conducting assistance visit, date crew leader signed QAPP)
  - v. Deviations from survey protocols, workarounds, etc. identified from troubleshooting in Task 5.8 (e.g., site ID, deviation, reason). Where appropriate, these notes should be incorporated into NARS IM via flags.
  - vi. Assistance Visits assigned to the contractor. Track field crew ID, point of contact, assigned date, date (planned/actual) of assistance visit, name of person conducting assistance visit, trip complete (Y/N), checklist submitted (Y/N), site visited, notes, field crew performance evaluation results, and any other relevant information.
- b. Include procedures in the plan for comparing, and correcting, data for #a.1 and #a.2 between NARS Information Management (IM) and the contractor's tracking systems. This comparison will serve as an important quality assurance check in monitoring the overall status of the survey. All site and sample tracking information must be compared to NARS IM's tracking throughout each field season to make sure that its tracking reflects the proper number of sites. After NWCA 2021 is complete, EPA will use NARS IM's tracking as the official record for the data.
  - c. Once the EPA TOCOR reviews and accepts it, the contractor shall implement its plan, including any revisions per the EPA TOCOR's written technical direction (per Contract Clause H.12).

## 7.2 Status Reports

The contractor shall use its contacts with the field sampling crews, shipping companies, laboratories, NARS Information Management (IM) staff, and other survey participants to continuously update the tracking system (i.e., daily throughout the field season). This tracking shall continue throughout the field season and after the field season as field crews continue to send samples to laboratories and field forms to the NARS IM team. Based upon information in the system, the contractor shall:

- a. Provide periodic status updates to the EPA TOCOR (e.g., weekly during sampling season). The contractor shall develop a format for the EPA TOCOR's review and comment (the contractor shall incorporate the EPA TOCOR's comments).
- b. Notify the EPA TOCOR immediately of any noncompliance with survey protocols, such as untrained crews collecting samples or crew schedule slippage beyond the sampling period.
- c. Forward copies of completed Assistance Visit checklists to the EPA TOCOR, or the location designated in written technical direction (per Contract Clause H.12). (These are the checklists for assistance visits conducted by non-contractor personnel. Contractor provides its checklists as deliverables under Task 5.7.)

- d. Coordinate with field crews and laboratories over any logistical questions that may arise as to status of samples in shipment.
- e. Identify any discrepancies between transmittals. The contractor shall first attempt to resolve the discrepancies by using its contacts with the appropriate parties. If the discrepancy cannot be resolved quickly, the contractor shall notify the EPA TOCOR in a timely manner (e.g., notify immediately for discrepancies between sample dates on tracking forms and NARS IM data submitted via the field form APP; wait a day or two while the shipping company searches for missing packages.)
- f. Provide copies of the tracking system at the end of the period of performance, and also upon receiving written technical direction (per Contract Clause H.12) from the EPA TOCOR.

#### **Deliverables and Schedule under Task 7:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
7.1	a/b. Draft tracking plan	3 months after effective date of task order or later per written technical direction (per Contract Clause H.12). Revisions within 5-10 working days, depending on complexity
	c. Tracking system	Ready for operation 2 months prior to the start of the 2021 sampling season
7.2	a. Periodic updates	Weekly during the sampling season or per written technical direction (per Contract Clause H.12)
	b. Email with concerns	Immediately
	c. Assistance visit checklists	Within 2 days of receipt
	d. Coordinate with field crews and laboratories	As appropriate to ensure shipments are timely
	e. Resolve discrepancies	As appropriate to ensure shipments are timely and complete
	f. Final tracking system	15 working days before end of period of performance

#### **Task 8 Plant QC and Verification (Contract PWS C.3d, C.5)**

The contractor shall review and validate submitted vegetation data in consultation with EPA TOCOR and designated representatives involved in validation and analysis of the vegetation data collected.

- a. Verify that vegetation data (eform or paper) is submitted for each sampled site.
- b. Review submitted vegetation data and verify:

- i. Appropriate flora for the location of the sampled site is used and properly cited by the field botanist/ecologist.
- ii. Plants with collection numbers are either submitted to the lab/herbarium conducting the known taxa QA verification and/or unknown identification; or identified by the field botanist/ecologist post-sampling and named using appropriate taxonomic nomenclature.
- iii. Cover, height, and when applicable, tree-specific data (e.g., counts by DBH class, cover by height class), are included for each plant taxa and are consistent (e.g., if a tree taxa is observed then counts by DBH class and cover by height class for that taxa are also included in the data submission).
- iv. Completeness and consistency of other vegetation data collected.
- c. Follow-up with the crew leader or botanist/ecologist to resolve missing plant data, data discrepancies, and other issues uncovered in the review of submitted vegetation data.
- d. Coordinate with EPA TOCOR, designated representatives, and labs/herbaria processing plant vouchers to identify and resolve discrepancies between the plant identifications by field botanist/ecologist and the identifications by the lab/herbarium.
- e. Track and support data resubmissions and/or corrections to submitted data with field crews, EPA TOCOR and designated representatives.
- f. Support initial resolution/harmonization of plant names listed on field submissions to USDA PLANTS taxonomic database.

#### **Deliverables and Schedule under Task 8:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
8.a-b	Spreadsheet with list of sampled sites and verification of submitted vegetation data components discussed in 8.b.i-iv.	Weekly during the sampling season or per written technical direction (per Contract Clause H.12)
8.c	Notification to field crew lead or botanist/ecologist identifying issue with submitted plant data.  Notification to EPA TOCOR and/or designated representative(s) identifying issue and resolution.	Immediately  Within two days
8.e	Tracking database (spreadsheet?) listing issues with submitted data, resolution, and status of resubmitted and/or corrected data	Monthly during the sampling season or written technical direction (per Contract Clause H.12)  Final database (spreadsheet) within 30 days of end of Option Period 1

## **VI. TRAVEL**

This section provides a summary of the travel requirements described in Section V and provides assumptions for use in the cost proposal.

- Section 4.2:



- Demonstration Project: Assume 4 staff members for 3 days at a location in Region 3, Region 4, Region 6 or Region 10.
- Section 5.4:
  - Train-the-trainer session: Assume that all potential trainers will be available to attend the session for 5 days someplace within Region 4 or Region 6.
  - Regional training sessions: Assume 3 contractor staff members will attend 5 days at each of 9 training sessions (one per region with the exception of EPA Region 2).
  - Smaller training for primarily EPA staff: Assume 3 contractor staff members will attend 4 days in Region 3 or 4.
  - National NARS training meeting: Assume two contractor staff members will attend 2 days within Region 6.
- Task 5.6:
  - On-site trainings: Assume 1 contractor staff member for 2 days at each of 12 on-site trainings. Assume they are located in Maine, Florida, Washington State, Texas, and Minnesota.
- Task 5.7:
  - Field Assistance visits: Assume 1 contractor staff member visits a crew for 1 to 2 days at 35 locations scattered throughout the sites identified in Reference 8, excluding sites assigned to EPA's contract crews because EPA staff will perform the AVs.

## VII. Quality Assurance Surveillance Plan (QASP)

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
<b>Management and Communications:</b>  The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on field sampling activities, logistics, training, project schedules, cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.	Any issue adversely impacting project schedules, cost, time or quality shall be brought to the attention of the EPA TOCOR:  i) If the contractor requires EPA guidance, the contractor must contact EPA prior to completing the deliverable.  ii) If the contractor identifies an issue that could affect multiple crews, the contractor shall contact EPA that day so that direction can be provided to all crews in the field.  iii) If the contractor identifies issues that are otherwise not urgent, the	EPA TOCOR will identify unreported issues.	Four or more incidents where the contractor: <ul style="list-style-type: none"> <li>● Does not provide timely notification; or</li> <li>● Created a severe adverse situation</li> </ul> will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of <b>Management</b> .  Fewer than four incidents where the contractor does not meet the measurable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance

<b>Performance Requirement</b>	<b>Measurable Performance Standards</b>	<b>Surveillance Method</b>	<b>Incentives/Disincentives</b>
	contractor shall contact EPA within 5 working days.		Evaluation System under the category of Management.
<b>Timeliness:</b>  Deliverables in accordance with the PWS. Sampling kits and field sampling supplies shall be delivered as requested by field crews.	No more than 5% of the sampling kits and field sampling supplies shall be transmitted beyond the date requested by the field crews. Excessive breakage or spoilage will count as a failure of delivery, if breakage/spoilage is a result of failing to follow the protocols for shipping.  No more than 10% of the deliverables shall be submitted more than 5 working days past the due dates in the PWS.	100% of the deliverables will be reviewed by the EPA TOCOR.	10 or more incidents where the contractor does not meet the measurable performance will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of <b>Schedule</b> .  Fewer than 10 incidents where the contractor does not meet the measurable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.
<b>Cost Management and Control:</b>  The Contractor shall monitor, track, and accurately report cost and fee expenditures to EPA through progress reports and approved special reporting requirements. The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate cost control.	The contractor shall manage costs to the level of approved ceiling on the task order. The contractor shall notify the TOCOR, PO and CO when 75% of the approved funding ceiling for the task order is reached.	The TOCOR will compare actual versus projected expenditures on a monthly basis (via meetings, monthly progress reports & milestones established for each deliverable).	Unsatisfactory rating under the category of <b>Cost Control</b> in CPARS when the contractor does not meet the measurable performance standards.  An acceptable rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measurable performance standards and accurately reports the costs.
<b>Technical Effort:</b>  The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NWCA 2021 FOM, SEG, and QAPP.	No more than 25% of reviewed deliverables shall require revisions to meet the requirements.  All of the trainers must meet the requirements in the PWS.	100% of the deliverables will be reviewed by the EPA TOCOR to identify noncompliance issues.	Unsatisfactory rating under the category of <b>Quality</b> in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 5	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00001		See Block 16C		PR-OW-21-00009			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC20F0466			
				10B. DATED (SEE ITEM 13)			
				09/28/2020			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Unilateral - FAR 52.217-9 and FAR 52.232-22						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to: 1) Exercise Option Period 1; 2) Provide incremental funding to the Base Period in the amount of (b)(4) (b)(4) to cost and (b)(4) to fee) to fully fund the Base Period; and 3) Provide incremental funding to Option Period One in the amount of (b)(4) (b)(4) to cost and (b)(4) to fee). TOCOR: Brian Hasty Max Expire Date: 02/28/2021 Invoice Approver: Brian Hasty Alt Invoice App: Gregg Serenbetz LIST OF CHANGES:  Reason for Modification: Exercise an Option Obligated Amount for this Modification: (b)(4) Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		12/01/2020	
				(Signature of Contracting Officer)			

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
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NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: (b)(4)</p> <p>Incremental Funded Amount changed: from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this Modification: (b)(4) Incremental Funded Amount changed from \$0.00 to (b)(4) Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-87FM-000BD4-2505-2187ME4001-001 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000BD4 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4001-001 Quantity: 0 Amount:(b)(4) Percent: 0 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this Modification: (b)(4) Incremental Funded Amount changed from (b)(4) (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-87FM-000BD4-2505-2187ME4001-001 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 87FM Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC20F0466/P00001PAGE OF  
3 5

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Program (PRC) 000BD4 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4001-001 Quantity: 0 Amount: (b)(4) Percent: 0 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 09/28/2020 to 02/28/2021 All other terms and conditions remain unchanged.</p>				

## SECTION B - Supplies or Services/Prices

### B-1 Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE – OPTION PERIOD ONE

- (a) The estimated cost of this contract is (b)(4)
- (b) The fixed fee is (b)(4)
- (c) The total estimated cost and fixed fee is \$1,319,698.00

### B-2 Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE – OPTION PERIOD ONE

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 05/03/2021.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

Funding Action Estimated Cost Fixed Fee Total CPFF

## RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD

CONTRACT NO. EP-C-16-008

TASK ORDER NO. 68HERC20F0466

### Option Period 1 - FROM 3/1/2021 through 2/28/2022

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
P00001	(b)(4)	(b)(4)	\$ 230,175.00
<b>Total Funded</b>			\$ 230,175.00
<b>Total Per Contract</b>			\$ 1,319,698.00
<b>Balance Unfunded</b>			\$ 1,089,523.00

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 4	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00002		See Block 16C		See Schedule			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC20F0466			
				10B. DATED (SEE ITEM 13)			
				09/28/2020			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
X	Bilateral - FAR 52.232-22; Limitation of Funds						
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to:							
1) Shift \$122,513.38 in funding from the Base Period to Option Period 1 2) Revise clause EPA-B-32-101 Limitations of Funds Notice clause for the Base Period and Option Period 1.							
All other terms and conditions remain unchanged.							
TOCOR: Brian Hasty Max Expire Date: 02/28/2021 Invoice Approver: Brian Hasty Alt Invoice App: Gregg Serenbetz Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Lawrence Edelmann			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				 (Signature of Contracting Officer)		ELECTRONIC SIGNATURE 04/28/2021	
(Signature of person authorized to sign)							



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
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NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification: Funding Only Action</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>Incremental Funded Amount changed from (b)(4)</p> <p>CHANGES FOR ACCOUNTING CODE: 21-22-B-87FM-000BD4-2505-2187ME4001-001</p> <p>Amount changed from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 2</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>Incremental Funded Amount changed from (b)(4)</p> <p>CHANGES FOR ACCOUNTING CODE: 21-22-B-87FM-000BD4-2505-2187ME4001-001</p> <p>Amount changed from (b)(4)</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 09/28/2020 to 02/28/2022</p>				



## SECTION B - Supplies or Services/Prices

### B-1 Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE – BASE PERIOD

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 02/28/2021.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

#### RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD

CONTRACT NO. EP-C-16-008

TASK ORDER NO. 68HERC20F0466

BASE PERIOD - FROM 09/28/2020 through 02/28/2021

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST
			PLUS FIXED FEE
Base	(b)(4)	(b)(4)	\$ 40,000.00
P00001			\$ 232,454.00
P00002			\$ (122,513.38)
Total Funded			\$ 149,940.62
Total Per Contract			\$ 272,454.00
Balance Unfunded			\$ 122,513.38

### B-2 Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE – OPTION PERIOD ONE

(d) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 06/06/2021.

(e) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(f) Recapitulation of Funds

**RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD**

**CONTRACT NO. EP-C-16-008**

**TASK ORDER NO. 68HERC20F0466**

**OPTION PERIOD 1 - FROM 3/1/2021 through 2/28/2022**

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST
			PLUS FIXED FEE
P00001	(b)(4)	(b)(4)	\$ 230,175.00
P00002			\$ 122,513.38
Total Funded			\$ 352,688.38
Total Per Contract			\$ 1,319,698.00
Balance Unfunded			\$ 967,009.62

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		PAGE OF PAGES	
					1 4	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)
P00003		See Block 16C		PR-OW-21-00387		
6. ISSUED BY		CODE	7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD						
US Environmental Protection Agency						
26 West Martin Luther King Drive						
Mail Code: W136						
Cincinnati OH 45268-0001						
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			(x)	9A. AMENDMENT OF SOLICITATION NO.		
GREAT LAKES ENVIRONMENTAL CENTER, INC.						
Attn: William J Arnold				9B. DATED (SEE ITEM 11)		
739 HASTINGS STREET						
TRAVERSE CITY MI 496863458						
			x	10A. MODIFICATION OF CONTRACT/ORDER NO.		
				EP-C-16-008		
				68HERC20F0466		
				10B. DATED (SEE ITEM 13)		
				09/28/2020		
CODE	800884181	FACILITY CODE				
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>						
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DATA (If required)			(b)(4)			
See Schedule						
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>						
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
	D. OTHER (Specify type of modification and authority)					
X	Unilateral FAR 52.232-22; Limitation of Funds					
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)						
DUNS Number: 800884181						
The purpose of this modification is to:						
1) Incrementally fund Option Period 1 in the amount of (b)(4)						
2) Revise clause EPA-B-32-101 Limitations of Funds Notice clause for Option Period 1.						
All other terms and conditions remain unchanged.						
.						
TOCOR: Brian Hasty Max Expire Date: 02/28/2021 Invoice Approver: Brian Hasty Alt Invoice						
App: Gregg Serenbetz						
LIST OF CHANGES:						
Continued ...						
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
			Angela Lower			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
			 ELECTRONIC SIGNATURE		05/12/2021	
(Signature of person authorized to sign)			(Signature of Contracting Officer)			

CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR  
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification: Funding Only Action Total Amount for this Modification: \$0.00 New Total Amount for this Version: (b)(4) New Total Amount for this Award: (b)(4) Obligated Amount for this Modification: (b)(4) New Total Obligated Amount for this Award: (b)(4) Incremental Funded Amount changed: from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this Modification: (b)(4) Incremental Funded Amount changed from (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-87FM-000BD4-2505-2187ME4023-001 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000BD4 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4023-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-87FM-000BD4-2505-2187ME4023-002 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 87FM Continued ...</p>				

## CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Program (PRC) 000BD4 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4023-002 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711  Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 09/28/2020 to 02/28/2022				

## SECTION B - Supplies or Services/Prices

### B-1 Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE – OPTION PERIOD ONE

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 12/16/2021.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

#### RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD

CONTRACT NO. EP-C-16-008

TASK ORDER NO. 68HERC20F0466

OPTION PERIOD 1 - FROM 3/1/2021 through 2/28/2022

FUNDING ACTION	ESTIMATED COST (b)(4)	FIXED FEE (b)(4)	TOTAL COST
			PLUS FIXED FEE
P00001			\$ 230,175.00
P00002			\$ 122,513.38
P00003			\$ 700,000.00
<b>Total Funded</b>			\$ 1,052,688.38
<b>Total Per Contract</b>			\$ 1,319,698.00
<b>Balance Unfunded</b>			\$ 267,009.62